



Thank you for selecting Santa Anita Park. To ensure your event is a complete success, please carefully review the below event information and Santa Anita Park policies. Please kindly advise our team with any questions you may have.

DEPOSITS & CREDIT

Events are confirmed upon receipt of deposit. Unless prior credit is established, prepayment is required for all events. Credits cards are charged every Tuesday and Friday.

EVENT SPECIFICATIONS & DETAILS

For Santa Anita Park to adequately prepare staff and source products, tentative agenda and event specifications must be received by Santa Anita Park within **[90]** days of the event date. Specifications include but are not limited to food and beverage choices, set-up, and any requests. Final program agenda and event specifications are due to Santa Anita Park within **[14] days** of the group arrival date. Any contracted food and beverage discounts may be forfeited if event specifications are not provided in advance.

EVENT GUARANTEES

To ensure all events are adequately staffed and prepared, event guarantees [number of guests expected to be in attendance] must be received by Santa Anita Park no later than **(10)** business days prior to the event date.

FOOD & BEVERAGE

Santa Anita Park specifically prohibits the removal of food from any catered function by the client or any of the invitees. If alcoholic beverages are to be served on Santa Anita Park premise, Santa Anita Park will require that all beverages are dispensed by Santa Anita Park's servers and bartenders. Santa Anita Park's alcoholic beverage license requires Santa Anita Park to:

- (1) Request proper identification of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced.
- (2) Refuse alcoholic beverage service to any person, who, in Santa Anita Park's judgment, appears intoxicated.
- (3) Last call will be 30 minutes before the end of the contracted bar service so your guests may comfortably finish their beverages.

FACILITY/SERVICE CHARGE/ADMINISTRATIVE FEE & TAX

All food and beverage charges will be assessed at **23%** service charge/administrative fee; a portion of which will be payable directly to the service personnel executing events with food and beverage. All food, beverage, and miscellaneous charges will be assessed **10.25%** California state sales tax. All room rental fees are subject to **10.25%** California state sales tax if food and beverage is served in the room.



FUNCTION SPACE

Santa Anita Park has reserved adequate function space based on the contracted number of people and set requirements. Should the number of people or set requirements change, Santa Anita Park reserves the right to reassign any or all the function space to accommodate both the group and any other group utilizing the facilities and services of Santa Anita Park. Santa Anita Park does not guarantee that an event space not outlined on the contractual event agenda will be available. Any significant changes in the agreed upon event set-up, after room is set will result in an additional labor fee. Any meeting or function space over and above the contracted space will require an additional room rental fee. Room rental fees will be assessed for all event spaces where the food and beverage cost [prior to tax and service charge] is not met. Room rental fees will be subject to **10.25%** California state sales tax.

OUTSIDE VENDOR INFORMATION

All outside vendors and services must provide the venue with their current certificate of insurance prior to setting up and event date. For the certificate of insurance please provide the following:

- (1) Proof of **\$1,000,000.00** workmen's comp.
- (2) Proof of General Liability for **\$5,000,000.00**.
- (3) Auto Liability, as applicable, with minimum limits of **\$5,000,000** Combined Single Limit for Bodily Injury and Property Damage.
- (4) List the following entities as additional insured: *The Los Angeles Turf Club, Incorporated, Santa Anita Land Holdings LLC, TSG Developments Investments, Inc., and TSG Developments Land Holdings Inc. Their parents, divisions, subsidiaries, affiliated companies, officers, directors, and employees are included as Additional Insureds.*

CLEANING LABOR

Glitter, confetti, or any type of material that is difficult to remove from surfaces is strictly prohibited. Please consult your Event Manager/Event Coordinator for additional details.

SPONSORSHIP OPPORTUNITIES

Banners, elevator wraps, window/floor clings, and additional branding opportunities are permitted with Santa Anita Park's approval – please consult your Event Manager/Event Coordinator for procedures and associated costs.

SIGNAGE, DISPLAYS, & DAMAGES

All signage, displays, and exhibits must be of professional quality, conform to the Los Angeles County Fire Code regulations, and be preapproved by the Events and Marketing department. Approved signage is permitted at registration areas and outside function rooms. Any additional locations must be approved in advance with the Events and Marketing department. Santa Anita Park does not permit the affixing of anything to the walls, floors, Santa Anita Park podiums, or ceilings of rooms with nails, staples, push pins, tape, or any adhesive substance (unless approved). In the event this is done without authorization, any damage obtained, cost of repair and/or replacement will be charged to the patron. Santa Anita Park is not responsible for the retention or removal of any signs, banners, decorations, audio-visual, or other equipment used on site.



MATERIAL STORAGE & HANDLING

FedEx® is Santa Anita Park's in-house shipping and parcel handling agent. For questions and policies, please contact your assigned Event Manager/Event Coordinator.

AUDIO-VISUAL SERVICES

AVL® is Santa Anita Park's in-house technology partner and can assist with any audio or video elements. The AVL® Sales Team may be contacted at (626) 242-7144. Please refer to AVL® Information and Production Guidelines for additional information.

VENDOR GUIDELINES

Vendor personnel must enter, exit, load-in and load-out equipment through Santa Anita Park's designated load-in sites in accordance with Santa Anita Park's rules and local ordinances. Assigned Event Manager/Event Coordinator will have final approval on all logistics for load-in and load-out.

The areas in Santa Anita Park that will be used are to be left in the same condition as they were prior to set-up. It is understood and agreed that Santa Anita Park premises will be left in a neat and orderly condition, free of debris. If Santa Anita Park's staff must remove materials or debris during, throughout, or at the close of any event, additional charges may be incurred.

All rentals, décor items, etc. must be removed at the conclusion of event and cannot be stored at Santa Anita Park after the event conclusion. Santa Anita Park is not responsible for anything lost, disposed of, etc. after event conclusion.